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PR-2023-0816-138635



Republic of the Philippines
VISAYAS STATE UNIVERSITY
 Visca, Baybay City, Leyte

PURCHASE REQUEST

PPMP No. : 42-5-2401-2024-7-0-1

Dept./Office: **DAEEx**PR No.: **GF-2023-08-01780**Date: **08-16-2023**Section/End-User: **Aira M. Oraño**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **DAEEx-GF 301000000 2024**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	tubes	6	220.00		1,320.00
2	Bathroom Deodorizer, with holder, at least 100g, any scent	pcs	10	80.00		800.00
3	Cartolina, US, Gold, at least 160gsm	pcs	5	14.00		70.00
4	Cartolina, US, Green, at least 160gsm	pcs	5	14.00		70.00
5	Cartolina, US, Light Blue, at least 160gsm	pcs	5	14.00		70.00
6	Cartolina, US, Light Green, at least 160gsm	pcs	5	14.00		70.00
7	Cartolina, US, Pink, at least 160gsm	pcs	5	14.00		70.00
8	Cartolina, US, Yellow, at least 160gsm	pcs	5	14.00		70.00
9	Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	boxes	5	20.00		100.00
10	Clip, Double Binder, 2" (approx. 51mm), Black, 12 pcs/box	boxes	5	70.00		350.00
11	Clip, Double Binder, 3/4" (approx. 19mm), Black, 12 pcs/box	boxes	5	20.00		100.00
12	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	3	14.00		42.00
13	Correction Tape, 8m x 5mm wide	pc	5	40.00		200.00
14	Desk Tray, Metal, Triple, Black, Dimension: approx. 30 x 25 x 38cm	pcs	1	820.00		820.00
15	Duster, Feather	pcs	2	56.00		112.00
16	Envelope, Expanding, with garter tie, brown, long	pc	15	15.00		225.00
17	Envelope, Expanding, with garter tie, brown, short	pc	10	15.00		150.00
18	Envelope, Expanding, with garter tie, green, long	pc	20	15.00		300.00

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
19	Fabric Conditioner, Antibacterial, Refill, 1.5L, any scent	pack	3	330.00		990.00
20	Fastener, Paper, plastic, 50 sets/box	boxes	2	38.00		76.00
21	Folder, File, Long, 14pts, White	piece	60	10.00		600.00
22	Folder, Sliding, Plastic, w/ Binder, A4, Transparent	piece	6	10.00		60.00
23	Folder, Sliding, Plastic, w/ binder, Long, transparent	pcs	10	10.00		100.00
24	Glue Gun, Small (approx. 4x12x 18cm)	pcs	2	185.00		370.00
25	Glue Stick, Small, for Glue Gun	pcs	12	7.00		84.00
26	Glue, Multi-Purpose, White, at least 454g (473mL)	btls	2	495.00		990.00
27	Index Tab, transparent, self-adhesive, transparent, 5sets/box	boxes	5	90.00		450.00
28	Morocco board, A4, 100pcs/ream, 230 gsm, for cover, white	ream	2	450.00		900.00
29	Morocco board, A4, 100pcs/ream, 230 gsm, for cover, yellow	ream	2	450.00		900.00
30	Morocco board, A4, 100pcs/ream, 230 gsm, for cover, beige	ream	2	450.00		900.00
31	Morocco board, A4, 100pcs/ream, 230 gsm, for cover, light blue	ream	2	450.00		900.00
32	Multi-Purpose Cleaner, Liquid, 1000mL, any scent	btls	1	205.00		205.00
33	Paper, Art, glossy, assorted colors, 500shts/ream	reams	1	235.00		235.00
34	Paper, Bond, A4, S-20, 70 gsm	reams	5	253.00		1,265.00
Specification: bright white, high premium quality						
35	Paper, Bond, A4, S-24, 80 gsm	reams	30	289.00		8,670.00
Specification: bright white, high premium quality						
36	Paper, Bond, Colored, Long, S-16, 56gsm, Blue	reams	1	315.00		315.00
37	Paper, Bond, Colored, Long, S-16, 56gsm, Pink	reams	1	315.00		315.00
38	Paper, Bond, Colored, Long, S-16, 56gsm, Yellow	reams	1	315.00		315.00
39	Paper, Manila	pcs	10	6.00		60.00
40	Paper, Photo, matte finish, 146GSM, 10 shts/pack	pack	5	75.00		375.00
41	Paper, Specialty 200gsm 8-1/2x11, 10s, Cyril Pink	packs	2	38.00		76.00
42	Paper, Specialty 200gsm 8-1/2x11, 10s, LightGreen	packs	2	38.00		76.00

43	Paper, Specialty 200gsm 8-1/2x11, 10s, Nashville	packs	2	38.00		76.00
44	Pen, Permanent Marker, black, fine tip	pieces	3	60.00		180.00
45	Pen, Permanent Marker, blue, fine tip	pieces	3	60.00		180.00
46	Pen, Permanent Marker, red, fine tip	pieces	3	60.00		180.00
47	Pen, Ball, black	pieces	24	10.00		240.00
48	Pen, Ball, blue	pieces	36	10.00		360.00
49	Pen, Ball, red	pieces	24	10.00		240.00
50	Pen, Highlighter, orange	pieces	2	46.00		92.00
51	Pen, Highlighter, violet	pieces	2	47.00		94.00
52	Pen, Highlighter, yellow	pieces	2	45.00		90.00
53	Pen, Sign, .5mm, Gel-type, Blue	piece	36	35.00		1,260.00
54	Pen, Whiteboard Marker, red	pieces	3	50.00		150.00
55	Pen, Whiteboard Marker, black	pieces	3	50.00		150.00
56	Pen, Whiteboard Marker, blue,	pieces	3	50.00		150.00
57	Pencil, Lead, #2, w/ eraser	pieces	12	10.00		120.00
58	Pin, Push, hammerhead type, asstd colors 50s/pack	boxes	2	35.00		70.00
59	Ring Binder, plastic, 25mm ,1" black	pieces	15	30.00		450.00
60	Ring Binder, plastic, 38mm , 1-1/2" black	pieces	10	46.00		460.00
61	Scissors, 6" heavy duty, good quality	piece	3	68.00		204.00
62	Sharpener, Pencil Heavy Duty good qlty	pieces	1	350.00		350.00

Specification:

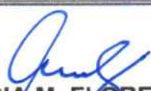
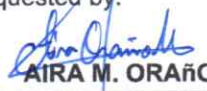
Table Type

63	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	2	105.00		210.00
64	Soap, Toilet, regular size	pieces	10	35.00		350.00

Specification:

- at least 60 grams
- eliminates at least 99% of bacteria

65	Specialty Board, long 8-1/2 x 13, 220 gsm, Cream (10pcs/pack)	pack	2	85.00		170.00
66	Specialty board, short 8-1/2 x 11, 120 gsm, light blue (10pcs/pack)	pack	2	65.00		130.00
67	Specialty board, short 8-1/2 x 11, 120 gsm, light pink (10pcs/pack)	pack	2	65.00		130.00
68	Sticky Index Tabs, Writable Colored Flat Arrow Page Markers Flags for File Notes	pack	2	146.00		292.00

69	STICKY NOTE PAGE 1/2X2IN set with assorted color	set	1	200.00		200.00
Specification: Attr: Page Marker Color: 5 Colors Size: 1/2X2" Packaging Size: 500 markers per pack						
70	Sticky Note, 2 x 3, Yellow	pads	2	79.00		158.00
71	Sticky Note, 3 x 5, Yellow	pads	2	150.00		300.00
72	Tape, Foam, Double Sided, 1" x 5m	rolls	3	100.00		300.00
73	Tape, Transparent, 24mm x 50m	rolls	3	120.00		360.00
74	Toilet Bowl Cleaner, at least 500ml	btl	2	180.00		360.00
TOTAL						32,222.00
Purpose: For Office use						
Checked by:  SHALOM GRACE C. SUGANO TWG - Office Supplies				Funds Available:  ALICIA M. FLORES <i>201-24</i> HEAD, BUDGET OFFICE		
Signature:	Requested by: 	Noted by: 		Approved by: 		
Printed Name:	AIRA M. ORAÑO	ANNA MARTHA C. MONSANTO		EDGARDO E. TULIN		
Designation:	END USER	UNIT HEAD, PROJECT LEADER		PRESIDENT, VSU		